Central Contractor Registration Handbook

August 2000

Any questions regarding this handbook
please contact the
CCR Assistance Center
888-227-2423
or
616-961-4725

Hours are 7am to 5:30pm Monday – Friday
Closed Federal Holidays

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Welcome to CCR

Introduction

The Central Contractor Registration (CCR) is the primary database for current, accurate, and complete vendor information.

As of June 1, 1998, both current and potential Department of Defense (DoD) vendors are required to register in CCR in order to do business with the DoD if the contract solicitation occurred after May 31, 1998. Vendors are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Vendors must update or renew their registration annually to maintain an active status.

CCR validates the vendor's information and electronically shares the secure and encrypted data with the Defense Finance and Accounting Service (DFAS) to facilitate paperless payments through electronic funds transfer (EFT). Additionally, CCR shares the data with several government procurement and electronic business systems.

Why CCR was created?

In the past, any vendor who wanted to do business with more than one DoD site was required to submit the same business information to each and every site. This redundancy of paperwork not only created an administrative burden for both the government and the vendor, but also was a major source of administrative error and expense in terms of both time and money.

Because DoD is the largest purchaser of good and services in the world, the cost savings to be incurred by streamlining these administrative processes are dramatic. CCR was created to be the single repository of vendor data for the entire DoD to avoid this administrative duplication and allow contractors to take responsibility for the accuracy of their own important business information by supplying it directly to the government through a single registration.

The Mandate

In October 1993, the President issued a memorandum that mandated the Government reform its acquisition processes. Subsequently, the Federal Acquisition Streamlining Act (FASA) of 1994 was passed, requiring the establishment of a "single face to industry." To accomplish this, the DoD identified a centralized, electronic registration process known as CCR as the single point of entry for vendors that want to do business with the DoD. To this end, the Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 204.7300, requires contractors to register in the CCR to conduct business with the Department of Defense.

Who registers in CCR?

- According to the DFARS 204.7302, after May 31, 1998, prospective vendors must be registered in CCR prior to the award of a contract; basic agreement, basic ordering agreement, or blanket purchase agreement, unless the award results from a solicitation issued on or before May 31, 1998.

- Prime contractors are not required to have their subcontractors register in CCR. If a prime's subcontractor wants to bid directly for contracts with the DoD, they should register in the CCR.

- EFT and assignment of claims as stated FAR 52.232-33 Para. H.:
  "EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register in the CCR database and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause."

- All Government Agencies that perform contract work within the DoD

Exceptions to the CCR registration requirement

The DFARS policy requiring registration in CCR applies to all types of awards except the following:

- Purchases made with a Government-wide commercial purchase card
- Awards made to foreign vendors for work performed OUTSIDE the United States
- Classified contracts or purchases (ref. FAR 4.401)
- Contracts awarded by deployed contracting officers in the course of military operations, including but not limited to contingency operations as defined in 10 U.S.C. 101(a) (13), or contracts awarded by contracting officers in the conduct of emergency operations, such as responses to natural disasters or national or civil emergencies
- Purchases to support unusual or compelling needs of the type described in FAR 6.302-2

3 Ways to Register

Internet

Going through the Internet (World Wide Web) is the fastest and most efficient way to register.

Step 1: For details on the information to gather before you register, see the section of this document, Information Needed to Register.

Step 2: Access the CCR online registration through the CCR homepage at http://www.ccr2000.com.

Step 3: Complete and submit the online registration. If you already have the necessary information on hand, the on-line registration takes approximately 30 minutes to complete, depending upon the size and complexity of your company.

Additional important information for Web users:

When you register via the Web, a temporary confirmation number will be assigned to you so that your application can be saved in the event you are unable to complete it during your initial online session. It is important that you write down your temporary confirmation number, as you must have it, along with your D-U-N-S number, to resume your application. Clicking "submit" will save the incomplete registration. A list of information you are missing will appear as well as your confirmation number. Registrations-in-process are saved for up to 30 days for your convenience. Once your complete registration is submitted, the confirmation number becomes invalid.

Value Added Network (VAN) for Electronic Data Interchange (EDI) Users

Step 1:Select a VAN service provider. You can find a list of VANs at http://www.acq.osd.mil/ec/ecip/van_list.htm. Consult your VAN for specific EDI parameters needed.

Additional information for EDI users:

Enforceability of electronic contracts: EDI transactions are the equivalent of paper documents for purposes of conducting business with the Federal government. DoD has determined that contracts entered into electronically with the Federal Government using EDI are valid, enforceable contracts in the same manner as documents signed on paper and are admissible evidence for legal purposes.

Fax or Mail

Step 1: Fill out the registration form provided at the end of this handbook or by calling (888) 227-2423 or (616) 961-4725 internationally.

Step 2: For details on the information to gather before you register, see the section of this document, Information Needed to Register.

Step 3: Fax or mail the CCR registration to the CCR Assistance Center.

> CCR Assistance Center
> 74 Washington Street North
> Suite 7
> Battle Creek, MI 49017-3084
> FAX: (616) 961 7243

You may fax the forms to the number shown, however, any problems with legibility of data may cause delay or rejection of your trading partner profile.

Additional Information:

CCR Assistance Center personnel will enter the data as received. If your registration is incomplete, you will receive a letter that will include a copy of your registration and a list of missing data. It is your responsibility to provide any missing data.

How to Know Your Registration Was Successful

Internet

You will be unable to submit your registration on-line unless all of the mandatory information is provided. You will be notified of missing information by a list of 'errors' when you click "Submit". Once you have provided the information click "Submit" again to verify that all necessary fields are filled.

Fax/Mail

If your registration is missing information you will receive a letter that includes a copy of your registration and a list of the missing data. It is your responsibility to provide any that data back to the CCR Assistance Center so that your registration can be completed.

VAN

If you registered as being EDI-capable, you will be sent an EDI reject transaction called an 824. If you use the services of a VAN for your EDI transmissions, the 824 will be sent to your VAN.

If your registration was submitted trough the Internet or successful then you will you receive two letters via U.S. mail. This first letter is to welcome you to CCR and will include a copy of your registration. Please make sure you review the registration for accuracy.

The second letter contains your confidential Trading Partner Identification Number (TPIN). The TPIN is sent separately for security reasons. Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is required to make or request any changes or updates to your active registration. The TPIN is your confidential password, to change your CCR information. The TPIN is not to be used on contracts or other government paperwork.

How to Verify the Status of Your Registration

Visit CCR's homepage at http://www.ccr2000.com and click on "Search the Database". When prompted, enter your DUNS number and click "Search". The registration status is located at the top of the page in RED.

Or

You may confirm your registration by calling the CCR Assistance Center at (888) 227-2423 or (616) 961-4725 internationally. The Interactive Voice Response (IVR) System for CCR Status allows a calling-party to check the status of their CCR registration based on entry of a DUNS number. Call 1-888-352-9333 - and select CCR from the Menu (Option 3)
Valid Statuses are:
Registered/Active
Pending: Registration is in process of being validated
Inactive: Registration has been cancelled or expired
Invalid: DUNS number is incorrect. Contact D&B to verify the DUNS number.

The calling party can always opt out to a live agent for additional explanation.

How to Renew, Change or Cancel an Active Registration

Your Responsibilities
• You are responsible for ensuring the accuracy of your registration. You must use your DUNS number in conjunction with your TPIN number when making and/or requesting any changes to your profile.

• You are responsible for updating all of your registration information as it changes

• You must renew your registration at least once a year. If you do not renew your registration it will expire. An expired registration will affect your ability to conduct business with the DoD.

• You may voluntarily cancel your registration at any time by contacting the CCR Assistance Center at (888) 227-2423 or (616) 961-4725. If you cancel your registration, your information will be removed from the CCR database. If you cancel your registration by mistake, you may also call (888) 227-2423 or (616) 961-4725 to reinstate that registration.

•Please remember that once you cancel your registration all payments, if ones are being made, will cease. A vendor must remain active in CCR until all payments are made to avoid discontinuation.

To initiate any changes or submit a renewal:

Internet:
The Internet is the recommended option for making changes to your registration.

Changes can be made to your registration by:
1. Going to CCR's homepage http://www.ccr2000.com and clicking on "Active Registration"
2. Enter your DUNS number and TPIN, click "submit".
3. Make the necessary changes then click the "submit" button for an update to register in the system.

To submit a renewal with no changes, follow the same steps listed above with the exception of making changes to your information. Reminder: you must click "submit" to activate the renewal, even if none of your information has changed.

Value Added Network (VAN):
- Send an EDI transaction through your VAN.

Fax or Mail:
- Send your DUNS number, your TPIN number, company name and changes if necessary to the CCR Assistance Center for update.

   CCR Assistance Center
   74 Washington Street North
   Suite 7
   Battle Creek, MI 49017-3084
   FAX: (616) 961 7243

Three ways to cancel an active registration:
1. Go to www.ccr2000.com, scroll over "Active Registration" and click on "Update Registration". Enter your DUNS number and TPIN and click "submit". On the next screen click "delete" to cancel you registration.
2. Contact the CCR Assistance Center at (888) 227-2423 or (616) 961-4725 internationally.
3. Request cancellation of a registration by fax, mail, or EDI transaction.

Foreign Registrants

Reminder: Foreign companies that perform work outside the United States are not required to register in CCR in order to receive a DoD contract. However, if you do wish to register you must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source.

The NCAGE code can be obtain directly from the Codification Bureau in your country. Please view the up-to-date list of countries and the information necessary to contact the Codification Bureau by visiting our web site at http://www.dlis.dla.mil/ccr/ccr_cageinfo.htm.

Information Needed to Register

*Items are mandatory

General Information: This section contains mandatory fields

*Data Universal Numbering System (DUNS) Number: The Data Universal Numbering System (DUNS) number is a unique nine character identification number provided by the commercial company Dun & Bradstreet. Call Dun and Bradstreet at 1-800-333-0505 or 610-882-7000 if you do not have a DUNS number. The process to request a DUNS number takes about 10 minutes and is free of charge. If you already have a DUNS number, the D&B representative will advise you over the phone. You must have a different 9 digit DUNS for each physical location/different address in your company as well as each legal division that may be co-located. When entering your DUNS number, enter only the numbers; do not include dashes.

DUNS +4: The use of DUNS+4 numbers to identify vendors is limited to identifying different CCR records for the <u>same vendor</u> at the <u>same physical location</u>. For example a vendor could have two records for themselves at the same physical location to identify two separate bank accounts. Vendors wishing to register their subsidiaries and other entities, should ensure that each additional location obtains a separate DUNS number from Dun & Bradstreet at (800) 333-0505. If you have questions regarding the use of DUNS +4 please contact our CCR Assistance Center at 1-888-227-2423.

CAGE Code - The Commercial And Government Entity (CAGE) Code is a five character ID number used extensively within the Department of Defense. Vendors with a U.S. address may submit the application without a CAGE Code if they do not have one. If your application does not contain a CAGE Code, one will be assigned to you. The CCR registration process will also verify existing CAGE Codes for all applicants. To speed up the process, make every effort to use a current CAGE Code in your application. You must have a separate CAGE Code for each physical location and separate division at the same physical location. Each separate CCR registration must have its own CAGE Code. If you think you have a CAGE Code, search the DLIS CAGE web at http://www.dlis.dla.mil/cage_welcome.htm. Foreign vendors must include an NCAGE Code on the registration or it will be considered incomplete.

*Legal Business Name and **Doing Business As** - Enter the legal name by which you are incorporated and pay taxes. If you commonly use another name for normal operations, such as a franchise or licensee name, then include that in the DBA space below the Legal Business Name. Your legal business name as entered on the CCR

registration MUST match the legal business name at Dun & Bradstreet. If the information does not match, your registration may be rejected during processing.

*US Federal TIN – The Tax Identification Number (TIN) is the nine-digit number companies use for income tax purposes. If you do not know your TIN, contact the Internal Revenue Service (IRS) at 1-800-829-1040. If you operate as an individual sole proprietorship, you must use your Social Security Number in the space to the right. If you are located outside the United States, you are not required to provide a TIN. When entering your TIN or SSN on the web site, enter only the numbers; do not include the dashes (Example: 123456789 not 123-45-6789) Note: Authority: 31 U.S.C. 7701 (c) (3) Principal Purpose(s). The TIN may be used by the Government to collect and report on delinquent amounts arising out of the offerer's relationship with the Government. The TIN is not mandatory for vendors who are located outside the United States.

Division Name and Number: If you do business as a division of a larger company, use this space to indicate the proper name for your division. If some other identifier commonly distinguishes your division, enter that in the space on the right. Otherwise, leave blank.

*Street Address 1: PO Box and c/o MAY NOT BE USED IN THIS SPACE. You must include a valid street address where your business is located. If you use a PO Box for correspondence, this may be included in the space allocated under the tab "Address Info". Your street address, as entered on the CCR registration, MUST match the street address for which Dun & Bradstreet has you registered. If the information does not match, your registration may be rejected during processing. You may not register a branch of the business with the branch address and the headquarters duns number.

Street Address 2:   Use this space to continue your physical street address, if needed.

*City, State, Zip: The 9-digit zip code is preferred. When entering the nine-digit zip code on the web, enter numbers only; do not include the dash. (Example 123456789 not 12345-6789)

*Country: Choose the appropriate country code abbreviation from the list provided.

*Date Business Started: Enter the date your business was started in its present form. This may be used to distinguish you from others with similar names. When entering the information on the web site, you must enter as mm/dd/yyyy. (Example: 01/01/1995)

*Fiscal Year End Close Date: Enter the day on which you close your fiscal year. For example, if you use the calendar year, this would be 12/31. When entering the information on the web site, you must enter as mm/dd.

*Average # of Employees and **Annual Revenue** - Be sure to provide accurate information about the number of employees and 3-year average annual receipts for your business, as these values can determine your business size classification. These

cannot be zero. You must enter a number. When entering revenue in the web site, enter numbers only, no dollar signs or commas.

Company Security Level: If applicable, choose the correct level of security for the facility.

Highest Employee security Level: If applicable, choose the highest level of security for an employee located at that facility.

Corporate Web Page URL: If applicable, provide your companies homepage.

Marketing Partner ID (MPIN): This is a self defined access code that will be shared with authorized partner applications (DoDBusOpps.com and Past Performance Automated System). The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters.

Corporate Information: This section contains mandatory fields.

*Type of Organization: You must choose one of the boxes to indicate the legal form of your business.

Sole Proprietorship
- – If you choose Sole Proprietorship as your status, you must complete "Owner Information" located in the "Registration Name" tab at top of your screen

Corporate Entity (Not Tax Exempt)
- – If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the USA. If you are incorporated outside the USA, you must provide Country of incorporation and check foreign supplier under business types.

Corporate Entity (Tax Exempt)
- – If you choose Corporation as your status, you must enter the state of incorporation if incorporated in the USA. If you are incorporated outside the USA, you must provide Country of incorporation and check foreign supplier under business types.

Partnership

Federal, State or Local Government

Foreign Government

International Organization:
- - Defined in the Code of Federal Regulations (26 CFR 1.6049-4) found at http://www.access.gpo.gov/nara/cfr/cfr-table-search.html.

Other
Note: If you are a Limited Liability Partners Company or S-Corporation, choose Corporation

*Business Types

Check all the descriptions that apply to your business (you must choose at least one). If you are unsure of whether you qualify under a category, contact your local Small Business Administration (SBA) office for the appropriate guidelines. You may visit their web site at www.sba.gov. If none of the choices apply to you, you may check Emerging Business/other unlisted type. If you check 8(a) Program Participant, you will be required to complete name and address of certifying party in the address section.

Tribal Government	Educational Institution
Research Institute	Municipality
Sheltered workshop	Emerging Business/Other unlisted type
Nonprofit Institution	Construction Firm
Historically Black College/University	Federal, State, County, or City Facility
Foreign Supplier	Federal Agency
8(a) Program Participant	Minority Owned Business
Service Location	Woman Owned Business
Manufacturer of Goods	Small Disadvantaged Business
Surplus Dealer	Veteran Owned
Subgroup	American Indian Owned
Labor Surplus Area Firm	Limited Liability Company
S-Corporation	Small Business

Goods/Services: This section contains mandatory fields.

*Standard Industrial Classification (SIC) Codes: Use this section to list all the classification codes that apply to your products and services. Be sure to list as many as apply. SIC codes can be four or eight digits, all numeric. You must supply at least one valid SIC code for your registration to be complete. If you do not know your SIC codes, you may search on the Internet at www.osha.gov/oshstats/sicser.html or www.ecrc.camp.org/sic.html or you may utilize the link provided in this section.

Product Service Codes (PSC Codes): PSC Codes are optional, 4 character, alpha-numeric. Product Service Codes are similar to SIC Codes. PSC Codes are used only to identify services. You may search for PSC Codes at www.dlis.dla.mil/forms.htm. Look for Catalog Handbook H-2 under 'Publications'.

Federal Supply Classification Codes (FSC Codes): FSC Codes are optional, 4 digits, all numeric. FSC Codes are similar to SIC Codes. FSC Codes are used only to identify products. You may search for an FSC Code by utilizing the link provided in this section, http://www.dlis.dla.mil/h2 or http://www.dlis.dla.mil/PDFs/h2.pdf

When typing in your SIC's, PSC's, or FSC's separate them with a comma - no spaces. (Example: 1234,5231,9012)

Electronic Funds Transfer (EFT): This section contains mandatory fields

All registrants must complete this section; exceptions are noted below.   Electronic Funds Transfer (EFT) is the preferred payment method and has been legally mandated for all contract payments. Contact your bank or financial institution for the necessary information to complete this section.

Vendors that do not need to complete the EFT information include foreign vendors doing business outside the United States, utility companies, and government agencies. If you are unsure if your registration requires EFT information, please call the Registration Assistance Center at (888) 227-2423 or (616) 961-4725 internationally.

*Financial Institution: Provide the name of the bank, which you use, for banking purposes.

*ABA Routing Number: ABA Routing number is the American Banking Association 9-digit routing transit number of your financial institution. Contact your financial institution if you require assistance obtaining this number. You may also find the routing number on a check. It is usually the first nine digits in the lower left-hand corner. Must be the EFT ABA Routing number, not the Wire Transfer ABA number.

*Account Number, Type, & Lockbox Number - Enter the appropriate account number to which you want your EFT payments deposited and check the proper box to indicate whether it is checking or savings account. If you prefer to use a lockbox service, enter the appropriate account number in the space provided. If you use a lockbox for your banking purposes, you must also check "checking" under account type.

*Authorization Date: Enter the date when EFT information submitted on this form is valid and in effect. This form may be used to initiate changes in EFT/banking deposit information (i.e. you change banks or accounts) and the authorization date identifies the effective date for the EFT data furnished. When entering the date on the web site, you must enter as mm/dd/yyyy. No date earlier than the date of registration may be entered.

*Automated Clearing House: ACH is the Automated Clearing House department of your bank. Enter the appropriate contact information for the ACH coordinator at your bank. This information is necessary in case problems occur with your EFT transfer; payment locations must have a bank contact to call. Note that e-mail addresses requested under the contact entries refer to Internet e-mail, not a local area network e-mail address within your office. When entering the phone numbers on the web site, enter the numbers only; do not put in dashes or parentheses. (Example: 9995551212 not (999) 555-1212)

* Credit Card Information: Does your company accept credit cards for payment? This is a YES or NO question.

Address Information: This section contains mandatory fields

NOTE: When entering on the web site, this information is "read only" until a registration is first submitted. Once you submit the registration, go back and fill the information in completely; scroll all the way to the right and click the "ADD" button. After you have clicked the "add" button, then click submit again.

*Remittance Information: This is the address where you would like a paper check mailed in the event an EFT transfer does not work. Please indicate on the name line who the party to whom the check should be mailed to and fill in the appropriate information. If you use a lockbox, and want checks mailed directly to the bank, put in the bank name and address here.

Mailing Address Information: If you are unable to receive mail at your physical mailing address enter a proper mailing address here. A Post Office Box is permissible. Any address used here will receive all CCR correspondence. If the Point of Contact is in a different location than the legal business address and wishes to receive the mail directly, please enter the appropriate address here.

Party to Receive Copy: List all of the parties, which operate from another site, who should receive a copy of the solicitation. Multiple iterations are permissible.

Party Receive Purchase Orders: If the party receiving purchase orders operates from an address different than the registering party, then provide that address here.

Party Submitting Quote: If the party authorized to submit quotes on behalf of the registering party operates from a different address enter that here. Multiple iterations are permissible.

Work Performed Location: Indicate where the registering party's products are manufactured, if different than the registering party. Multiple iterations are permissible.

Previous Business Name: List all previously used business names.

Parent Company: Provide the name and address if the registering parties parent organization, if applicable.

Party Performing Certification: This is mandatory IF you check 8a Program Participant under "business types." Indicate the location of the Small Business Administration District holding your small business file.

Government Parent: Used by registering government agencies. If a division of the government registers, please provide the parent (HQ) for that division.

Note for POC fields below: information collected on the next three data fields may be shared with DoD contracting offices. However, inclusion of this data does NOT guarantee business with the DoD.

Government Business POC: This POC is that person in the company responsible for marketing and sales with the government. This information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. After entering the data into the fields click the "ADD" button found at the far right.

Past Performance POC: This POC is that person in the company responsible for administering the company's government past performance reports and response efforts. This information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. After entering the data into the fields click the "ADD" button found at the far right.

Electronic Business POC: This POC is that person in the company responsible for authorizing individual company personnel access into government electronic business systems (e.g., Electronic Document Access (EDA), Wide Area Workflow (WAWF),ect). This information is optional and, if entered, will be publicly displayed on the CCR Inquiry web site. After entering the data into the fields click the "ADD" button found at the far right.

Standards

Quality standard codes are used for classifying manufacturing firms. More than one standard may apply. These are applicable to your firm if you are a manufacturing company or have a manufacturing division. If you are a manufacturing company and are unsure of what quality codes are applicable, contact your local Contract Administrative Officer.

Click on the web site listed on the page. Please select standards from the web site list and type them in the space provided separated by commas only. (Example: MIL_STANDARD, DOD-STD-2168)

Registration Acknowledgement and POC: This section contains mandatory fields.

*Registrant Name: List the name of the person that acknowledges that the information provided in the registration is current, accurate and complete. The person named here will be the ONLY person within the registering company to receive the Trading Partner Identification Number (TPIN) via U.S. Postal mail. The Registrant and the Alternate Contact are the only people authorized to share information with CCR Assistance Center personnel. It is important that the person named here have knowledge about the CCR Registration.

Correspondence Check Boxes - To promote prompt reception of information, e-mail or faxes are definitely the preferred modes of communication. At this time, CCR correspondence is conducted through US Postal Service.

*Alternate Contact: Provide name and a phone number for another person at your company, in case questions arise when the primary contact is not available.

*Accounts Receivable: Provide contact information for the accounts receivable person at your company. This is the contact provided to Defense Finance and Accounting Service regarding EFT payments on your government contracts. *Please note that this contact is not authorized to receive and/or release information regarding the CCR registration to any Registration Assistance Center personnel.* It may be beneficial to have the accounts receivable contact also act as the additional contact for the registration.

Corporate Information: If you are registering as an EDI-capable company, please provide the registering company's name and business phone number here.

EDI Contact Information: If you are registering as an EDI-capable company, please provide an EDI Point Of Contact here.

*Owner Information: Mandatory if you have checked "Sole Proprietorship" as business type. You must provide the name and phone number of the owner of the business.

Electronic Data Interchange (EDI)

This is an optional section for those doing business through EDI. If you have questions about doing business through EDI please contact your local Electronic Commerce Resource Center. You can locate the ECRC near you by visiting http://www.ecrc.ctc.com.

Business Location
Choose the geographic location(s) where your company is interested in providing goods and services.

If interested in conducting business in the United States click on the applicable check boxes

If interested in conducting business internationally, select the countries from the list provided and type the three-digit code separated by commas in the space provided.

APPENDIX A
Example of a "CCR Welcome Letter"

THE COMPANY
  Attn:
  3025 MAIN STREET
  MILWAUKEE, WI 53209

SUBJECT: Central Contractor Registration (CCR) Welcome

Registration Notification to DUNS Number: 123456789

Congratulations on your successful CCR registration! Your confidential Trading Partner Identification Number (TPIN) has been assigned and will arrive in a separate mailing. The TPIN is a confidential number that is required for subsequent changes and/or renewal of your registration.

Please review the enclosed Registration for accuracy. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to vendors that are "Active".

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at http://www.ccr2000.com. All you need to do is scroll over "Active Registration" and then select "Renew or Update Registration". Enter your DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

For assistance, contact the Electronic Commerce Resource Center (ECRC) http://www.ecrc.ctc.com and/or the Procurement Technical Assistance Center (PTAC) http://www.dla.mil/ddas in your area. Information about the ECRC and/or PTAC is available through your Small Business Administration (SBA) office.

If you have further questions regarding this letter please call the CCR Assistance Center at 1-888-227-2423.

APPENDIX B
Example of a "TPIN Letter"

THE COMPANY
 Attn:
 60 MAIN STREET
 1200 Boogie Woogie Avenue
 ANDOVER, MA 01810-5498

SUBJECT: Trading Partner Identification Number (TPIN) Assignment

Your confidential TPIN is: 1997F12345
Your registration expires on **01/01/2001**.

The TPIN is a confidential number that is required for subsequent changes and/or renewal of your registration. At any time you feel your TPIN has been compromised please contact our CCR Assistance Center toll free at 888-227-2423 or 616-961-4725 internationally, The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to "Active" vendors.

The preferred method for updating or renewing your registration is via the World Wide Web (WWW) at **http://www.ccr2000.com**. All you need to do is scroll your mouse over "Active Registration" and then select "Renew Registration". Enter your DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

If you do not have web access, you may make updates to your registration and fax it along with your TPIN to 616-961-7243, or mail to:
     Department of Defense
     Central Contractor Registration
     74 Washington Ave N Ste 7
     Battle Creek, MI 49017-3084

For registration assistance, contact the Electronic Commerce Resource Center (ECRC) http://www.ecrc.ctc.com, the Procurement Technical Assistance Center (PTAC) http://www.dla.mil/ddas, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter please call the CCR Assistance Center at 1-888-227-2423.

APPENDIX C
Example of a "60 Day to Expiration Letter"

THE COMPANY
  Attn:
  403 MAIN STREET
  DELMAR, IA 52037

  SUBJECT: Your registration in CCR expires on **06/27/2001.**

  Renewal Notification to DUNS Number: 123456789

To maintain an "Active" status in CCR and continue receiving payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to "Active" vendors.

> ***Failure to renew your Registration will cause all payments to stop immediately***.

The preferred method for renewing a registration is via the World Wide Web (WWW) at http://www.ccr2000.com. All you need to do is scroll over "Active Registration" and then select "Renew Registration". Enter your DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

If you do not have web access, you may make updates to your Registration and fax it along with your TPIN to 616-961-7243, or mail to:
     Department of Defense
     Central Contractor Registration
     74 Washington Ave N Ste 7
     Battle Creek, MI 49017-3084

For registration assistance, contact the Electronic Commerce Resource Center (ECRC) http://www.ecrc.ctc.com, the Procurement Technical Assistance Center (PTAC) http://www.dla.mil/ddas, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter please call the CCR Assistance Center at 1-888-227-2423.

APPENDIX D

Example of a "30 Day to Expiration Letter"

The COMPANY OF LYNN
925 MAIN ST
GROVELAND, MA 01834-1515

SUBJECT: Your registration in CCR expires on **09/01/2001**.

Renewal Notification to DUNS Number: 123456789
This is your second and final notification.

To maintain an "Active" status in CCR and continue receiving payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to "Active" vendors.

> *Failure to renew your Registration will cause all payments to stop immediately*.

The preferred method for renewing a registration is via the World Wide Web (WWW) at http://www.ccr2000.com. All you need to do is scroll over "Active Registration" and then select "Renew Registration". Enter your DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

If you do not have web access, you may make updates to your TPP and fax it along with your TPIN to 616-961-7243, or mail to:
     Department of Defense
     Central Contractor Registration
     74 Washington Ave N Ste 7
     Battle Creek, MI 49017-3084

For registration assistance, contact the Electronic Commerce Resource Center (ECRC) http://www.ecrc.ctc.com, the Procurement Technical Assistance Center (PTAC) http://www.dla.mil/ddas, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter please call the CCR Assistance Center at 1-888-227-2423.

APPENDIX E
Example of an "Expiration Letter"

 THE COMPANY
925 MAIN ST
GROVELAND, MA 01834-1515

SUBJECT: Central Contractor Registration (CCR) Expiration Notice

Renewal Notification to DUNS Number: 123456789

Your registration in CCR expired on **06/19/2001**.

To return to an "Active" status in CCR and continue eligibility for future contracts and payments on existing contracts, you must renew your registration. The maintenance of your registration, including renewal, is your responsibility. It is imperative that you maintain an "Active" status in CCR, as contracts will be awarded and payments made only to "Active" vendors.

The preferred method for renewing a registration is via the World Wide Web (WWW) at http://www.ccr2000.com. All you need to do is scroll over "Active Registration" and then select "Renew Registration". Enter your DUNS Number and Trading Partner Identification Number (TPIN). Make updates, if necessary, then select the "Submit" button to renew your registration for one year. You must select "Submit" even if no updates were made.

If you do not have web access, you may make updates to your Registration and fax it along with your TPIN to 616-961-7243, or mail to:
 Department of Defense
 Central Contractor Registration
 74 Washington Ave N Ste 7
 Battle Creek, MI 49017-3084

For registration assistance, contact the Electronic Commerce Resource Center (ECRC) http://www.ecrc.ctc.com, the Procurement Technical Assistance Center (PTAC) http://www.dla.mil/ddas, or the Small Business Administration (SBA) office in your area.

If you have further questions regarding this letter please call the CCR Assistance Center at 1-888-227-2423.